

Promotional Examination for

ASSESSMENT TECHNICIAN II

(DPW-Infrastructure Division-Transportation)

THE PURPOSE: Determine estimated and final special assessments, answer both written and oral questions from the public. Determine and prepare various fund transfer/contractor payments. Maintain assessments records.

ESSENTIAL FUNCTIONS:

- Estimates-prepare for paving, sewer, water, laterals and sidewalk repair for public hearings or public record using quantities of work, land use, typical rate schedule and assessment policy. Maintain database of records.
- Final billings-prepare certificates and/or property owner bills for paving, sewer, water, laterals, sidewalk repairs and essential services projects, using data supplied and the assessment policy manual.
- Administration-administer funding of projects, contracts and final payments.
- Public relations-substantial public contact required to explain assessment policy, method of billing, and application of State statutes and city ordinances. Provide written statements on special assessments to Title companies, real estate professionals, and property owners. Assist Aldermen and other public officials with inquiries, complaints and other sensitive issues.
- Miscellaneous-research special studies, and other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee.
2. A minimum of six years of engineering-related experience in construction.
3. Two years of the above experience must have been at the level of Engineering Technician IV, Engineering Drafting Technician IV or Public Works Inspector II with the City of Milwaukee, including at least six months of service immediately preceding the date of this examination.

NOTE: College-level engineering courses (from a school accredited by ABET or approved by the Department of Employee Relations) for which an average grade equivalent of "C" or above was earned may be substituted for up to a maximum of four years of the required experience in #2 above. Substitution will be made on the basis of five credits = three months of experience, and no substitution will be made for less than five credits. IF SUBSTITUTION IS TO BE MADE, TRANSCRIPTS OR GRADE REPORTS MUST ACCOMPANY THIS APPLICATION, or be sent immediately to Tim Keeley, Dept. of Employee Relations, 200 E. Wells St., Room 706, Milwaukee WI 53202. Registration as a Land Surveyor in the State of Wisconsin may be substituted for two years of the required experience. Regardless of any substitution noted above, all candidates must have had at least two years of experience at the Engineering Technician IV, Engineering Drafting Technician IV or Public Works Inspector II level.

4. Valid Wisconsin driver's license at time of appointment.

KNOWLEDGE, SKILL and ABILITY REQUIREMENTS:

- Ability to tactfully handle a high volume of phone and in-person inquiries or challenges regarding assessment policy and special improvement bills.
- Ability to communicate effectively verbally and in writing with the general public and city officials on sensitive issues.
- Ability to accurately read construction plans and measurements and perform mathematical calculations for assessments.
- Knowledge of database, spreadsheet and word processing applications is desirable.

THE CURRENT SALARY RANGE (622) IS: \$1,894.52 to \$2,247.18 biweekly. (Maximum salary including technical M-Steps is \$2,460.79 biweekly).

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 30, 2008**. If you think you may have a conflict with test date(s) after the filing date (due to vacation, hospitalization, etc.) call 286-8154 immediately. We will try to reduce impacts but cannot guarantee that the scheduled date(s) will meet everyone's needs. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.